



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

AQUATICS SPECIALIST (PART TIME)

OPEN (Job Code 1279774010)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: January 17, 2012 at 7 a.m.
FILING DEADLINE: February 6, 2012 at 4:30 p.m.

Hourly Rate: \$19.98

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position oversees the day-to-day operation of swimming pool facilities throughout the city; coordinates location staffing; identifies facilities maintenance needs; contacts appropriate maintenance staff as needed; provides aquatics programming.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Associate's degree from an accredited college or university in a related field.
- May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.
- One year of experience working with aquatic recreation programs.

LICENSE AND CERTIFICATE:

- Possession and maintenance of automated external defibrillator (AED), cardiopulmonary resuscitation (CPR) for the Professional Rescuer and First Aid Instructor certificates on the date of application.
- Possession and maintenance of Lifeguard and Water Safety Instructor certificates on the date of application.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

SEE REVERSE FOR MORE INFORMATION

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NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, ***and may be required to demonstrate the ability to perform the physical requirements of the job.***" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.



City of Las Vegas

AQUATICS SPECIALIST

(Part Time)

**Supplemental Assessment
(Required)**

January 2012

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is your application that will be used to determine your qualifications. **Please be thorough.**

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____

Please print

Last Four Digits of Social Security Number: _____

Date: _____

Please fill out the following information:

College/University attended: _____ Degree: Yes ☐ ☐ No

Major: _____

Please indicate your number of years of experience in all areas of purchasing and contract administration.

You must also include this experience on your employment application.

- ☐ 4 or more years experience
- ☐ 3 years experience
- ☐ 2 years experience
- ☐ 1 year experience
- ☐ Less than 1 year experience

If you do not have a college degree, please indicate the training, work experience, and education that qualifies you for this position. Be specific and indicate your level of experience.

[illegible]

1. As an Aquatic Specialist you will be asked to create and manage new programs. Please describe in detail the steps you would go through to create and manage a new aquatic program.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Which employer(s) listed on your application is associated with this experience?

Employer Name		From: Month/Year	To: Month/Year

2. Explain in detail, how you would create and manage a safety audit for seasonal pool staff members.

[illegible]

Which employer(s) listed on your application is associated with this experience?

Employer Name		From: Month/Year	To: Month/Year

3. Please explain in detail any aquatic programming related experience you possess which would help you succeed if you were to be hired as an Aquatic Specialist by the City of Las Vegas.

[illegible]

Which employer(s) listed on your application is associated with this experience?

Employer Name		From: Month/Year	To: Month/Year

4. Please list all safety and aquatic related certifications you currently possess.

[illegible]